



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

9086

Ser 04L3/039

23 July 1999

From: Commander, Naval Sea Systems Command

Subj: ETM/IETM CD-ROM MANAGEMENT AND TESTING

Ref: (a) NAVSEAINST 4160.3A
(b) NAVSEA S0005-AA-PRO-010/TMMP
(c) NAVSUP ltr 5230 06A1/HK of 05 Mar 92
(d) Web Site <http://navycals.dt.navy.mil/ietm/ietmdeve.html>

Encl: (1) ETM/IETM CD-ROM Identification, Testing, and Production Process

1. The purpose of this letter is to provide essential, interim guidance on Electronic Technical Manual (ETM) and Interactive Electronic Technical Manual (IETM) CD-ROM management and testing to Program Executive Offices (PEOs), Direct Reporting Program Managers (DRPMs), In-Service Engineering Agencies (ISEAs), Technical Manual Management Activities (TMMAs), and their designated TM-development agents, in advance of publishing formal changes to References (a) and (b). This redesigned process is intended to ensure that all new and revised unclassified ETM/IETM CD-ROMs are properly identified, tracked, produced, tested, and distributed to the Fleet and supporting shore activities. Your suggestions for improvements to these processes and tools are welcome.

2. The Technical Data Management information System (TDMIS) was established to enable managers to quickly and efficiently trace life-cycle status (such as; TM requisitions, identification numbers, data formats, change/revision levels, conversion status, media types, hull applicability, and delivery to the Fleet, etc.) of new and updated TMs, ETMs, and IETMs.

3. Reference (c) designates the Advanced Technical Information Support (ATIS) System as the Department of the Navy's standard user presentation system for the digital display of technical manuals, engineering drawings, and other types of technical data. It serves to manage and track most NAVSEA and SPAWAR technical publications, whether published and delivered on paper or in digital form [i.e., raster, or ETM, or IETM format].

4. Reference (d) documents the detailed method ETM/IETM developers shall follow when submitting ETM/IETM CD-ROMs for ATIS System testing. Enclosure (1) provides the current, streamlined ETM/IETM CD-ROM identification, production, and compatibility testing process. Compatibility testing is essential to ensure that new and modified CDs function correctly in ATIS.

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The Integrated Logistics Help-Desk at Naval Sea Logistics Center Detachment Atlantic (NAVSEALOGCEN DET LANT) serves as the NAVSEA ATIS testing facility for all new and all modified ETM/IETM CDs.

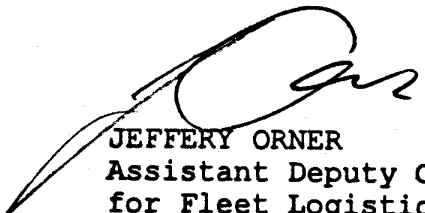
5. Program Office's are requested to:

- (A) Task their ETM/IETM developers and/or producing activities to follow the direction provided in enclosure (1) to ensure that ETM/IETM CD-ROMs are correctly produced, identified, and that technical publication status and CD-ROM identification information is recorded in TDMIS.
- (B) Ensure that a first-generation Compact Disc-Recordable (CD-R) of each new or revised ETM/IETM CD-ROM be forwarded to NAVSEALOGCEN DET LANT for ATIS compatibility testing and IETM.NDX verification. When requested NAVSEALOGCEN DET LANT can conduct IETM.NDX verification prior to submission of the actual ETM/IETM CD-ROM, if the IETM.NDX file is provided.

Please Note:

- (1) The above actions will aid in the early detection of any problems and reduce the chance of finding errors during the IETM.NDX verification that is performed concurrently with ATIS compatibility testing.
- (2) The Integrated Logistics Help-Desk at NAVSEALOGCEN DET LANT is committed to completing ETM/IETM CD-ROM ATIS compatibility testing and IETM.NDX verification within a two week time period.

6. The key NAVSEA point of contact for ATIS Program matters is Mr. Andy Kelly, SEA 04L312, at commercial (703) 602-1060, ext. 202, DSN 332-1060, ext. 202.



JEFFERY ORNER
Assistant Deputy Commander
for Fleet Logistics Support

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Distribution:

**PEO USW
PEO TSC
PEO MIW
PEO SUB
PEO CARRIERS
PEO USW
PEO EXPEDITIONARY
PEO DD21
PEO EXW
SEA 03B
SEA 05B
SEA 92L
SEA 91B
PMS 210
PMS 303
PMS 312
PMS 317
PMS 325
PMS 350
PMS 373
PMS 377
PMS 378
PMS 380
PMS 385
PMS 392
PMS 395
PMS 400P2
PMS 401
PMS 404
PMS 407
PMS 410
PMS 411
PMS 415
PMS 422
PMS 425
PMS 427
PMS 428
PMS 429
PMS 430
PMS 450**

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Distribution (con't)

PMS 451

PMS 452

PMS 456

PMS 465

PMS 467

Copy To:

SEA 08B

SEA 00IT

SEA 00ID

SEA 04X (CAPT J. Brooks)

SEA 04M

SIMA Norfolk (Attn: C. Bayma)

SHIPREPFAC Yokosuka (Code 240C)

Electric Boat Groton (C. McPherson)

Bath Iron Works (Bob Childers)

Newport News Shipbuilding (T. Fahrenkrug)

Ingalls Shipbuilding (Attn: L. Burns)

SUPSHIP Groton (J. Angelo)

SUPSHIP Bath (LCDR McKernan)

SUPSHIP Pascagoula (T. Lennep)

SUPSHIP Newport News (W. Taylor)

NAVSHIPYD Norfolk (B. R. Hollifield)

NAVSHIPYD Puget (C. Vokoun)

NAVSHIPYD Pearl (J. Miura)

NAVSHIPYD Portsmouth (M. Sanborn)

NAVSHIPYD Puget Det Ingleside (R. Lowenthal)

NAVSHIPYD Puget Det Boston (S. Gillespie)

NSWC Crane (Q. Hayes)

NUWC Keyport (G. Murins)

NSWC-CDSSES Philadelphia (T. Kriegel)

NSWC Port Hueneme (D. Menkin)

SUBMEPP Portsmouth (M. Starling)

Coastal Systems Station Panama City (A Hawes)

NUWC Newport (B. Serth)

ETM/IETM CD-ROM Identification, Testing, and Production Process

1. The CD-ROM production agency will compile a list of Technical Data Management Information System (TDMIS)-eligible manuals scheduled to be bundled to a new CD-ROM.
 - ◆ TDMIS-eligible manuals are those publications that are to be tracked in TDMIS and will have an IETM.NDX entry type of TM.
 - ◆ The IETM.NDX file provides the necessary information to index ETMs/IETMs into the Advanced Technical Information Support (ATIS) System TM database and launch the given ETM/IETM view package to display the TM data.
 - The information in the IETM.NDX file is uploaded into the TDMIS database.
 - There are two parts to each IETM.NDX file entry. One part contains the document identification and classification, including information on the current document change and/or revision level. The other part contains the command line information to launch to a specific TM or section of ETM/IETM.
 - If the documents are incorrectly identified or referenced in the IETM.NDX file, then incorrect manual identifiers will be indexed into ATIS and the data in TDMIS will not be correct.
2. The producing agency shall use the TDMIS to assign the Volume ID (VOLID) labels for new or modified CD-ROMs.
 - ◆ The TDMIS status of the new CD-ROM will be Under Development (UD) and ATIS System compatibility will be "No".
 - ◆ The producing agency will select System and Family field values for use in the IETM.NDX file. The System value assigned should be a value previously used by the producing agency unless there is a technical reason why one of the previous values cannot be used.
 - If a new system value must be used, any value can be assigned that is 1 to 8 alphas or numeric characters and has not been assigned as a System or Family value.
 - The Family value should be assigned similarly.
 - ◆ The producing agency will enter the class/hull applicability information for the new CD-ROM.
3. The producing agency will verify that all TDMIS-eligible publications (publication id and revision) scheduled to be bundled on the new CD-ROM are marked with either of the following status codes in TDMIS: Final Issue (FI), Preliminary Issue (PI), or UD, or they are not in TDMIS.
 - ◆ For TDMIS eligible publications not in TDMIS - enter the publication ID and revision into TDMIS using the Technical Manual Identification Numbering (TMINs) process.
 - ◆ TDMIS sets the publication status to UD for new development publications.

ETM/IETM CD-ROM Identification, Testing, and Production Process

4. The producing agency will make a first-generation Compact Disc Recordable (CD-R) of the new CD-ROM and will send it to NAVSEALOGCEN DET LANT for ATIS compatibility testing and IETM.NDX validation.
 - ◆ ATIS compatibility testing is required to verify that documents identified on the CD-ROM are:
 - Fully compatible with the ATIS database; and
 - That third party viewer software used with ETMs/IETMs can be launched and viewed in both standalone and network ATIS environments.
 - ◆ The CD-R sent for testing must be either a first-generation or identical copy of the CD-R (including a volume label) that is used for CD-ROM production.
 - This is to preclude any differences between the CD-R being tested and the CD-ROMS that are delivered to the fleet.
 - It is essential that the information accurately reflects the correct revision level and date so the ATIS TM database will be indexed and updated correctly. This is required in order for the TDMIS database to correctly reflect TM applicability data and the Index of Technical Publications (ITP) for ships.
 - Incorrect ITP data will result in the user being unable to access the correct TMs needed to perform their assigned duties.
5. NAVSEALOGCEN DET LANT shall test the master CD-R for ATIS compatibility in the following system configurations:
 - ◆ Standalone ATIS (16 bit and 32 bit) with the master CD-R in a CD-ROM drive.
 - ◆ Standalone ATIS (16 bit and 32 bit) with the master CD-R in a jukebox.
 - ◆ Network ATIS (16 bit) on a Novell server with the master CD-R in a CD-ROM drive.
 - ◆ Network ATIS (16 bit) on a Novell server with the master CD-R in a jukebox.
 - ◆ Network ATIS (32 bit) on a Microsoft NT server with the master CD-R in a CD-ROM drive.
 - ◆ Network ATIS (32 bit) on a Microsoft NT server with the master CD-R in a jukebox.
 - ◆ Network ATIS (32 bit) on a Microsoft NT server with the master CD-R on a Redundant Array of Independent Disks (RAID) array.
6. NAVSEALOGCEN DET LANT shall:
 - ◆ Verify IETM.NDX entries are as defined in the IETM.NDX definition and addendum.

Unclassified ETM/IETM CD-ROM Identification, Testing,
and Production Process

6. NAVSEALOGCEN DET LANT shall:

- ◆ Verify IETM.NDX entries are as defined in the IETM.NDX definition and addendum.
- ◆ Ensure IETM.NDX entries match the TDMIS data as reflected by the current Generic Index of Technical Publications (GenITP) database.
- ◆ The following values are checked:
 - The master CD-R VOLID is valid and it must be in the TDMIS database with a status of UD.
 - All fields must not exceed the length specified in IETM.NDX definition and addendum.
 - The Line Format, Entry Type, System, Family, Document Id, Revision, Date, and Classification fields must contain data.
 - The SCI Level, Diglyph, and Codeword fields must not contain data.
 - The Line Format entry must be IETM1.
 - The Entry Type entry must be TM_, TM_GROUP, TM_ELEM, or TM_NT.
 - The Replace Action must be 1 or 2.
 - The Revision entry must be two numbers or 00 and an uppercase letter.
 - The Date entry must be a valid date (YYYYMMDD) between the current date and 19900101.
 - If the Entry Type field is TM_ the Document Id and Revision entries are used to verify that the publication is active (FI, PI, or UD).
 - If the Entry Type field is TM_ and the publication is FI or PI the Document Id, Revision, and Change History entries are used to verify that the publication configuration is applicable to an active hull.
- ◆ The entire ATIS Compatibility Test procedure document has been posted to the ATIS web site which provides global access to the ETM/IETM developers.
 - This ensures that developers have the same test requirements and the most up to date IETM/ETM information at their disposal.
 - The details on compatibility testing and the IETM.NDX definition and addendum can be found at Web Site;

<http://navycals.dt.navy.mil/ietm/ietmdeve.html>

- ◆ If the master CD-R fails either ATIS compatibility testing or IETM.NDX data verification NAVSEALOGCEN DET LANT will return the master CD-R to the producing agency with a report of the problems. The process is terminated.

7. NAVSEALOGCEN DET LANT will send the master CD-R to SPAWAR SYSTEMS CENTER CHESAPEAKE for ETC.

- ◆ Except: when master CD-Rs contain a viewer that has already passed Environment Compatibility Testing (ECT) at SPAWAR SYSTEMS CENTER CHESAPEAKE. Load the (not for

ETM/IETM CD-ROM Identification, Testing, and Production Process

- ◆ The load (not for distribution) TDMIS process replaces any existing TDMIS publication-to-CD-ROM information with the master CD-R IETM.NDX data without changing either publication or CD-ROM status.
 - ◆ If ECT is satisfactory; the master CD-R is returned together with the results of ETC.
 - Load the (not for distribution) IETM.NDX data from the master CD-R into TDMIS and change the CD-ROM ATIS compatibility setting to Yes.
 - The load (not for distribution) TDMIS process replaces any existing TDMIS publication-to-CD-ROM information with the master CD-R IETM.NDX data without changing either publication or CD-ROM status.
 - ◆ Verify the class/hull applicability submitted with the CD-R.
 - ◆ Return the master CD-R to the producing agency with certification that the master CD-R is ATIS compatible.
 - If ETC does not pass, a problem report is returned. The master CD-R is sent to the producing agency with a duplicate report of the problem and the process is terminated.
8. The ETM/IETM developer or producing agency will arrange for mass CD-ROM production.
- ◆ When new CD-ROMs are available for distribution, the producing agency loads (for distribution) the IETM.NDX data from a new CD-ROM into TDMIS.
 - ◆ The load (for distribution) TDMIS process will compare the existing TDMIS publication to CD-ROM information with the CD-ROM IETM.NDX data, change the CD-ROM status to FI, and change the status of all UD publications on the CD-ROM to FI.
 - ◆ TDMIS will notify the producing agency of any of the following:
 - There is a discrepancy between the existing TDMIS IETM.NDX data and the CD-ROM IETM.NDX data.
 - The CD-ROM is not UD, or any TDMIS publication is not FI, PI, or UD.
 - The producing agency will verify the class/hull applicability that was previously loaded against the CD number.
 - ◆ Arrange for hard-copy printing (when necessary)
 - Send either a first-generation, or identical copy of the master CD-R to Defense Automated Printing Service (DAPS) for Technical Manual Print On Demand System (TMPODS) processing if Portable Document Format (PDF) files are available.

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- This will include those instances where an Acquisition Manager should provide certain oversized schematic diagrams, timing circuit diagrams, system block diagrams, as a desirable supplement to the TM on CD-R to satisfy users needs. The delivery of these long-line drawings should be coordinated with the delivery of the CD-R.

NOTE:

If the producing agency is notified by TDMIS of any problems with the load (for distribution), the producing agency and NAVSEALOGCEN DET LANT will confer and determine what if any action is required.

9. The producing agency will forward sufficient copies of the new CD-ROM to a designated Electronic Data Management and Integration Activity (EDMIA) or Digital Products Maintenance Activity (DPMA). Note; in some instances, for the sake of efficiency, the EDMIA/DPMA and the Producing Agency are part of the same parent organization.
 - ♦ The DPMA/EDMIA is responsible (when tasked and funded) for distribution of ATIS compatible CDs and the GenITP database to the Fleet.
 - The GenITP database enables the ATIS System Administrator to automatically manage the ATIS TM library.
 - The GenITP build and replication process must be closely coordinated with the established delivery cycle of ATIS CD-Rs.
 - ♦ The ATIS CD-R distribution schedule will be matched to the GenITP database production schedule to accommodate simultaneous fleet distribution.